



FOOD AND NUTRITION SERVICES

RECORDS 3: MEAL COUNTING & CLAIMING

Presented by:
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Nutrition Program Specialist

Summer 2016

Department of Elementary and Secondary Education

Topics to discuss

- Methods of Collection Form
- Keeping Accurate Meal Counts
- Accurate Point of Service (POS)



Overview

- LEAs receive federal money for each meal that:
 - Meets program requirements (meal patterns)
 - Is served to an eligible student
- To receive the reimbursement for meals served to students by category, schools must accurately
 - Count
 - Record
 - Claim



Methods of Collection Form

Attachment I



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
DIVISION OF FINANCIAL AND ADMINISTRATIVE SERVICES – FOOD AND NUTRITION SERVICES
METHODS OF COLLECTION AND MEAL COUNTING

LOCAL EDUCATION AGENCY (LEA):	AGREEMENT NUMBER:
LEA CONTACT:	PHONE NUMBER:
SIGNATURE OF CONTACT:	DATE:

DIRECTIONS:
Mail or fax the completed form to: Food and Nutrition Services Section, Department of Elementary and Secondary Education, PO Box 480, Jefferson City, MO 65102-0480 or Fax to: (573) 528-3897
For questions regarding this form, contact a Nutrition Program Specialist at (573) 751-3526.
All meal counting centers must have a built-in accounting system at the point of service to record numbers of free, reduced price, and full price meals actually served daily. The point of service is that point at which it can be determined that the food items served/selected constitute a reimbursable meal.
Complete all sections that apply to all buildings within the LEA. From each of the sections below, choose all methods currently used. If a different method is used or if additional information is required to explain the method used, please describe in the space provided or on a separate sheet of paper.

SECTION I
If LEA participates in Community Eligibility Provision (CEP) complete Section I (otherwise go to Section II)
a. All buildings participate in CEP? ☐ Yes ☐ No
If NO, list only the buildings participating in CEP: _____
b. Describe CEP counting method: _____

SECTION II
Fund collection for full and reduced price students (check all that apply)
a. Students pay for meals ☐ daily ☐ weekly ☐ monthly ☐ by semester ☐ yearly
b. Students ☐ may ☐ may not prepay meals.
c. ☐ Students may charge their meals and pay at a later date.
d. ☐ Students do not pay for meals.
e. Meal payment is made in the ☐ classroom ☐ school office ☐ cafeteria ☐ another location
f. Another method not listed above is used. Explain: _____

SECTION III
Meal cards, tickets, or tokens (check all that apply)
a. ☐ All ☐ some schools use meal cards or tokens.
☐ elementary ☐ middle/junior high ☐ senior high
b. ☐ All ☐ some students at these schools use meal cards, tokens, or tickets.
c. Meal cards, tickets, or tokens are distributed in the ☐ classroom ☐ school office ☐ cafeteria ☐ another location
d. Meal cards, tickets, or tokens are coded using a ☐ number code ☐ letter code ☐ date code ☐ signature code
☐ Another code. Explain: _____
e. ☐ Yes ☐ No All student meal cards, tickets or tokens are same size and color. If No, explain: _____

□ Only submit if process changes

Where can I locate this?
DESE FNS Website → Guidance & Resources → Forms → Methods of Collection and Meal Counting Form

OR
Attachment I in the “Free and Reduced Price Application and Direct Certification” Handbook



Methods of Collection Form

□ Section 1: CEP

SECTION I

If LEA participates in Community Eligibility Provision (CEP) complete Section I (otherwise go to Section II)

a. All buildings participate in CEP? ☐ Yes ☐ No

If **NO**, list only the buildings participating in CEP:

b. Describe CEP counting method:



Methods of Collection Form

□ Section 2: Fund Collection

SECTION II

Fund collection for full and reduced price students (check all that apply)

- a. Students pay for meals ☐ daily ☐ weekly ☐ monthly ☐ by semester ☐ yearly
- b. Students ☐ may ☐ may not prepay meals.
- c. ☐ Students may charge their meals and pay at a later date.
- d. ☐ Students do not pay for meals.
- e. Meal payment is made in the ☐ classroom ☐ school office ☐ cafeteria ☐ another location
- f. Another method not listed above is used. Explain: _____



Methods of Collection Form

□ Section 3: Meal cards, tickets, or tokens

SECTION III

Meal cards, tickets, or tokens (check all that apply)

- a. ☐ All ☐ some schools use meal cards or tokens.
☐ elementary ☐ middle/junior high ☐ senior high
- b. ☐ All ☐ some students at these schools use meal cards, tokens, or tickets.
- c. Meal cards, tickets, or tokens are distributed in the ☐ classroom ☐ school office ☐ cafeteria ☐ another location
- d. Meal cards, tickets, or tokens are coded using a ☐ number code ☐ letter code ☐ date code ☐ signature code
☐ Another code. Explain: _____
- e. ☐ Yes ☐ No All student meal cards, tickets or tokens are same size and color. If No, explain: _____



Methods of Collection Form

□ Section 4: Meal accountability and monitoring

SECTION IV

Meal accountability and monitoring methods (check all that apply)

- a. ☐ All students are listed on a roster.
- b. The roster is marked by the ☐ teacher ☐ food service employee ☐ another person
- c. ☐ The students' names are marked on the roster after a reimbursable meal is served/selected.
- d. ☐ The students' names are marked on the roster before a reimbursable meal is served/selected.
(Requires State Agency approval.)
- e. ☐ Marks on roster are counted to arrive at a total number of free, reduced price, and full price reimbursable student meals served.
- f. Each student presents their meal card, ticket or token to a ☐ teacher ☐ food service employee ☐ another person at the point of service after a reimbursable meal is served/selected.
- g. Each student presents their meal card, ticket, or token to a ☐ teacher ☐ food service employee ☐ another person before a reimbursable meal is served/selected. (Requires State Agency approval.)
- h. ☐ Another method is used. Explain: _____
- i. ☐ Meals are monitored for compliance to the meal pattern.
- j. ☐ All students eligible for free or reduced price meals have access to all serving areas offering a reimbursable meal.

Methods of Collection Form

□ Section 5: Computerized point of sale

SECTION V

Computerized point of sale systems (check all that apply)

- a. ☐ The name(s) of the computerized system used: _____
- b. ☐ All ☐ some schools use this system.
☐ elementary ☐ middle/junior high ☐ senior high
- c. ☐ This is a debit system. Students deposit money into an account. Purchases are subtracted from the balance.
- d. This is a meal ☐ card ☐ card-less system.
- e. ☐ Meal cards are scanned at the point of service.
- f. ☐ Meal cards are collected at the point of service and scanned later.
- g. ☐ Students ☐ food service employee ☐ another person enters an identifying number into a keypad at the point of service.
- h. ☐ Each student presents the medium of exchange to the cashier before a reimbursable meal is served/selected.
(Requires State Agency approval.)
- i. ☐ Meals are monitored for compliance with the meal pattern.
- j. ☐ All students eligible for free or reduced price meal benefits have access to all serving areas offering a reimbursable
- k. ☐ After all students are served a daily report is generated indicating the number of free, reduced price and full price reimbursable student meal served/selected.
- l. ☐ Another method is used. Explain: _____

Methods of Collection Form

□ Section 6: Effective Date of Eligibility Determinations

SECTION VI

Effective Date of Free or Reduced Price Eligibility Determinations

- a. The LEA will establish the date of submission of an application as the effective date of eligibility, rather than the date the official approves it.

Yes ☐ No ☐



Accurate Meal Counts

- Meals claimed must be:
 - Reimbursable (meets meal pattern requirements)
 - Counted Daily at each meal
 - Counted by Eligibility (free, reduced, paid)
- Accurate Point of Service (POS) is key



Fill in the Blank

All meal counts must be taken at the “Point of Service”. “Point of Service” meal counts refers to that point in the food service operation where a determination can accurately be made that a reimbursable free, reduced priced, or full price meal has been served to an eligible student. In most cases, this “Point of Service” will be at the end of the service line.



Point of Service

At the Point of Service

- Recognize a reimbursable meal
- Correctly count and claim meal



Examples of Meal Counting and Claiming Systems

- Electronic
 - Barcoded Meal Card
 - PIN Number
 - Verbal Identifier (Name, PIN)
- Manual Roster
 - Verbal Identifier (Name, PIN)
 - Meal Cards
- Combination
 - Check mark on roster at POS then entered in electronically after meal service



Overt Identification

Definition: Any action that may result in a child being recognized as potentially eligible to receive free or reduced meals

CONFIDENTIAL
*For Authorized
Personnel Only*



Overt Identification

- ❑ Coding or coloring in a manner that would overtly identify students is not allowed
 - ❑ Meal cards, rosters, electronic systems
- ❑ Prohibited:
 - ❑ Separate dining areas, service times, serving lines, or limiting the choices of reimbursable meals based on eligibility
- ❑ LEAs are encouraged to ensure the sale of a la carte foods does not inadvertently result in eligible children being identified



POS

POS Cashier Must:

- Recognize a reimbursable meal
 - Meets meal pattern requirements
 - Age/grade group
 - Offer vs. Serve
 - Crediting of leafy greens, dried fruit
 - Smart Snack requirements
 - Beverages
- Correctly count and charge meals



Specific Situations

New Students

Should be counted and claimed as paid until the household brings in a Free and Reduced form and/or they appear on the Direct Certification List

A la carte

Should not be claimed for reimbursement

Student Worker Meals

Should follow normal counting and claiming procedures

Incomplete/ Non-reimbursable Meals

Should not be claimed for reimbursement. Can be charged a la carte prices.

Students without funds to pay

Implement a policy and communicate it to all parents ahead of time

Lost/Forgotten Cards, etc.

Implement a process to look up students; avoid overt identification

Second Meals

Should not be claimed for reimbursement

Adult/Non-Student Meals

Should not be claimed for reimbursement

Visiting Student Meals

Can be claimed as long as the status is known and the meal pattern is correct for the grade group. Can be claimed by home LEA or hosting LEA, but must not be claimed by both.

Recommended Cashier Training



- Counting and claiming procedures
- Recognizing a reimbursable meal
- Offer vs. Serve
- Computerized system training
- Civil Rights

Professional Standards: School year 2016-2017 All Other Staff (other than the Director or Manager) who works an average of 20 hours per week must have at least 6 hours of annual continuing education/training. Part-Time staff, at least 4 hours.



Backup System

A backup system for counting and claiming reimbursable meals served should be in place in case the main system fails

- Best practices

- Periodically printing out point of service documents
 - Coded rosters or checklist
- Backing up daily participation records



Do You Have an Acceptable Meal Counting System at the POS?

When trying to decide if a system is acceptable or not, always keep in mind the requirements:

- The meal-count system chosen must provide a **POINT OF SERVICE** count:
 - Of reimbursable meals served (one per eligible student)
 - By type (free, reduced-price, and paid)
 - Each day/meal
 - Without overtly identifying students' eligibility categories



Point of Service Counts

Acceptable POS meal count systems include:

- ✓ Coded Roster Checklist
- ✓ Coded Tickets or Tokens (not color coded)
- ✓ Tick or Tally Sheet (if non pricing or each student is assigned a number)
- ✓ Electronic System:
 - Student ID Card
 - Student PIN Code
 - Student Biometric Finger ID

Unacceptable POS meal count systems *(they do not provide a daily count of reimbursable meals by category at the POS):*

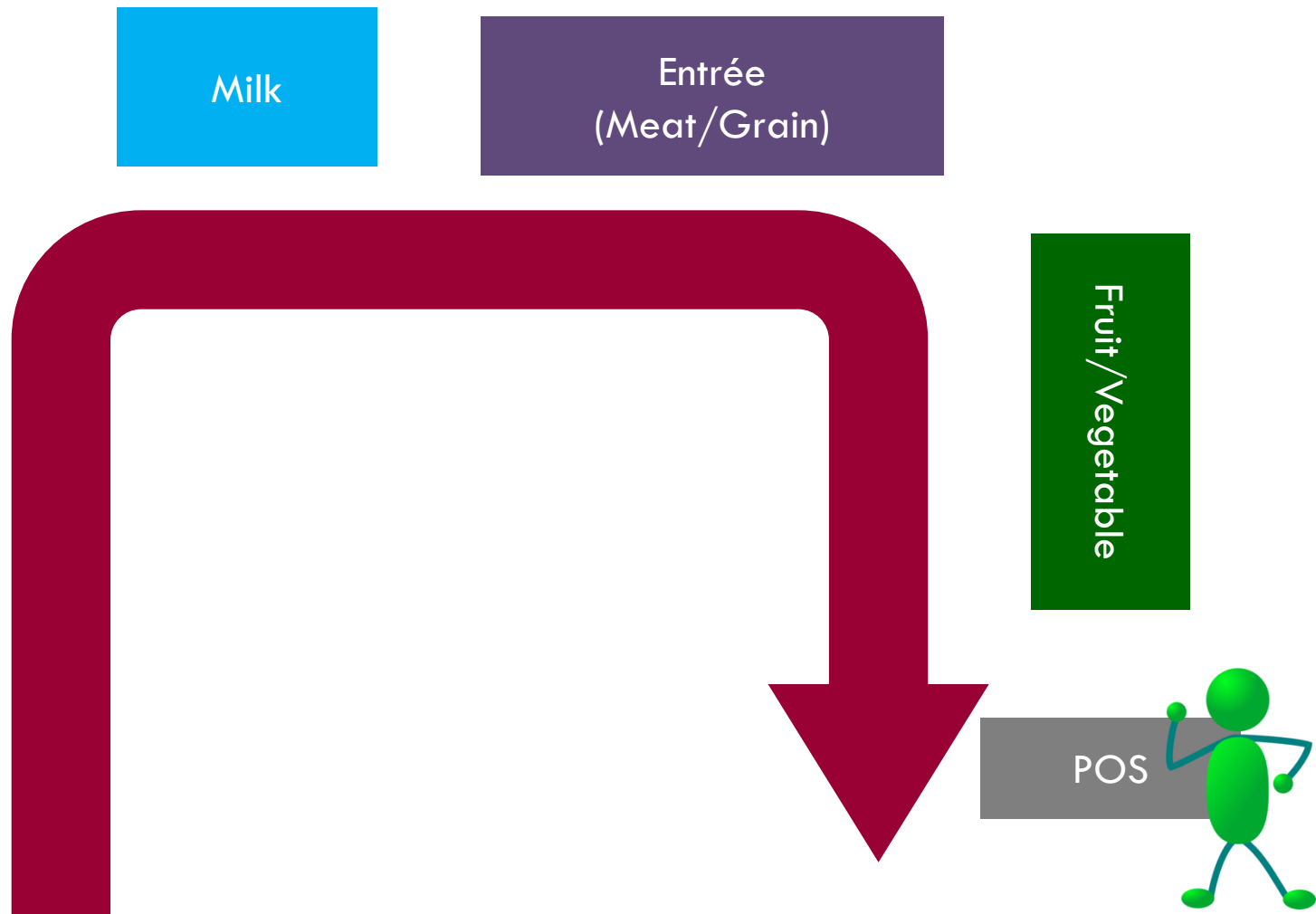
- ✗ Attendance Counts
- ✗ Tray/Entrée Counts
- ✗ Head Counts
- ✗ Classroom Counts
- ✗ Counts taken anywhere other than at point of service
- ✗ Delivery count of meals produced off-site
- ✗ Any acceptable system that isn't implemented properly

Students' names are marked on the roster before a reimbursable meal is served/selected

REQUIRES STATE AGENCY APPROVAL

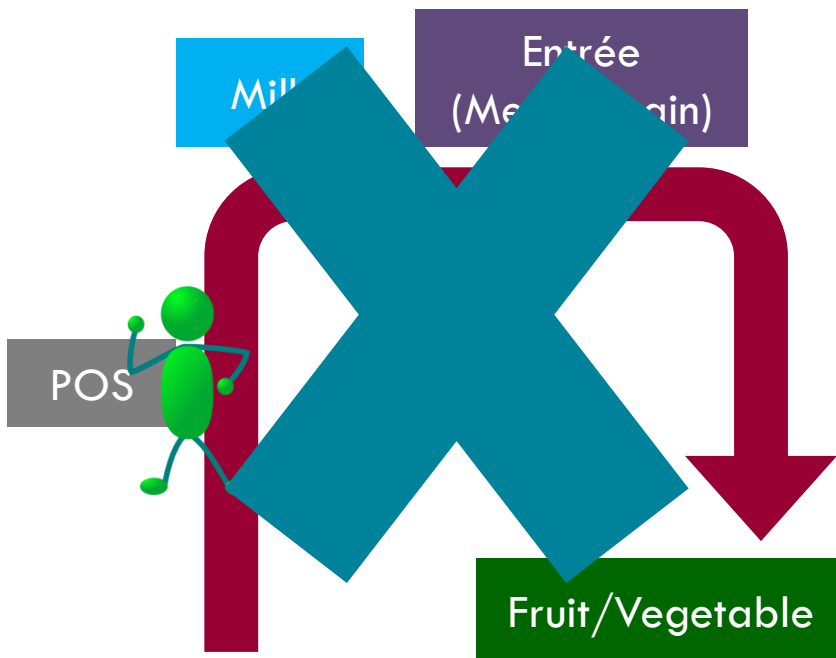


Standard Point of Service

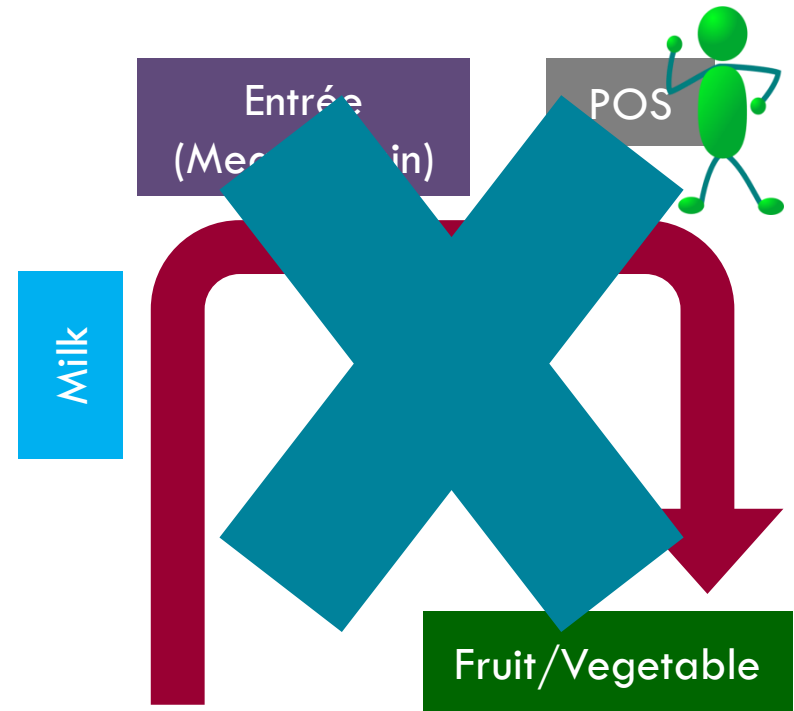


Point of Service Problems

Beginning of the Line POS



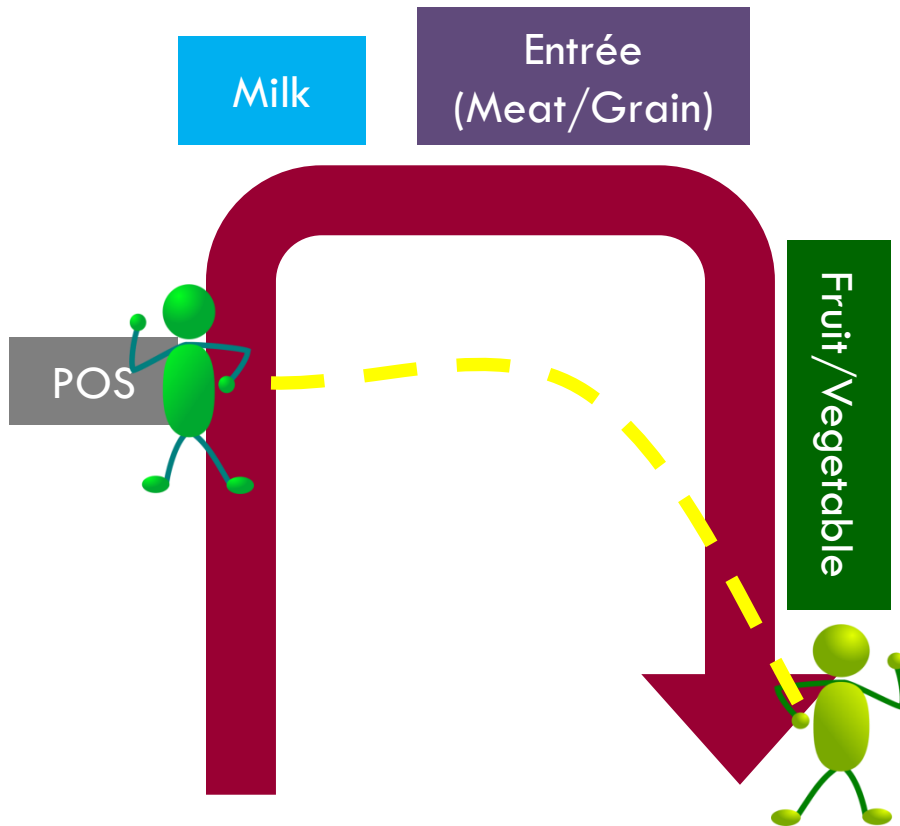
Middle of the Line POS



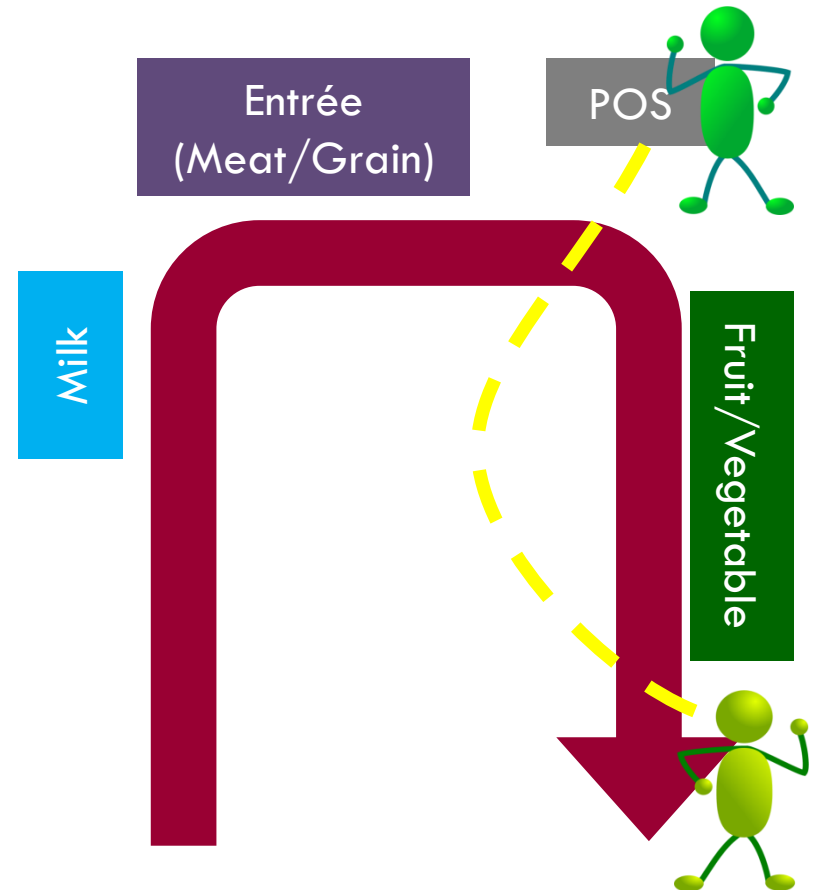
Two-Person Point of Service

**Must be approved by DESE*

Beginning of the Line



Middle of the Line



Field Trips

- ❑ If students are scheduled to participate in school activities both before and after the lunch hour, the school is required to offer lunch
- ❑ Proper **food safety** standards, **counting and claiming procedures**, and **meal pattern** requirements (including offering milk) still must be followed
- ❑ Meals must be properly counted at the Point of Service – i.e., when the student actually takes the reimbursable meal
- ❑ Avoid overtly identifying students



Provision Meal Counts

- Schools operating Provision 2, 3, or CEP
- Accurate POS system that has a proven track record of reliability and security while taking advantage of elimination of meal categories
 - Hand-held counters to keep track of the number of students and students served
 - Check mark on roster
 - Tally sheet
- Adequately supervised meal service line to ensure that all meals claimed meet requirements
- One meal per student per meal service



Breakfast in the Classroom

- Accurate records of students served
 - Roster, meal cards, tokens collected when student takes a meal and then entered into POS after the meal service
 - Meal count records must be retained
- Teacher meals
 - Teachers operating SBP in the classroom must still pay for an adult/teacher meal
 - Other than teacher payment, General Funds is only allowable source of payment for teacher meals



Participation Record

DAILY PARTICIPATION RECORD

SCHOOL				MONTH		YEAR		ENROLLMENT		AVERAGE DAILY ATTENDANCE (ADA)		ATTEND. FACTOR (AF)					
SCHOOL LUNCH PROGRAM										SPECIAL MILK PROG.		SCHOOL BREAKFAST PROGRAM					
STUDENT LUNCHES ELIGIBLE FOR REIMBURSEMENT						NOT ELIGIBLE FOR REIMBURSEMENT		FREE MILK SERVED TO ELIGIBLE STUDENTS		MILK SOLD TO STUDENTS		STUDENT BREAKFAST (CHECK ONE) BASIC RATE _____ SEVERE NEED _____				BREAKFASTS NOT REIMBURSABLE	
DAY OF MONTH	PART 02		ITEM 3		INCLUDE THESE IN		STUDENT LUNCHES PART 02 ITEM 5	ADULTS		PART 03	PART 03	PART 04		ITEM 3		PART 04	
	COL. 1 3a. +	COL. 1 3b. +	COL. 1 3c. =	COL. 1 3d	COL. 1 3a	COL. 1 3b or 3c		PART 02	ITEM 6			ITEM 6	ITEM 4	ITEM 5	COL. 1 3a. +	COL. 1 3b (1 or 2) +	COL. 1 3c (1 or 2) =
	FULL PRICE	RED. PRICE	FREE ONLY	TOTAL ELIG. FOR REIMB.	STUDENT WORKERS CLASSIFIED AS		HEAD START, ETC.	PAID LUNCHES	UNPAID LUNCHES	1/2 PINTS MILK	1/2 PINTS MILK	FULL PRICE	RED PRICE	FREE ONLY	TOTAL ELIGIBLE FOR REIMB.	STUDENTS	ADULTS
				NON-NEEDY	NEEDY	RED											
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
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23																	
24																	
25																	
26																	
27																	
28																	
29																	
30																	
31																	
TOTAL																	

http://dese.mo.gov/sites/default/files/DailyParticipationRecord-Instructions_000.pdf

Number of days meals and milk were served: Lunches (Part 02, Item 2) _____; Milk (Part 03, Item 2) _____; Breakfast (Part 04, Item 2) _____.
 Number of children eligible/approved for: Full Price Lunches _____; Reduced Price Lunches (Part 02, Item 7) _____; Free Lunches (Part 02, Item 8) _____.
 Projected Daily Limits (Number eligible by category times (x) attendance factor): Full Price _____ Reduced Price _____ Free _____.



Participation Record

DAILY PARTICIPATION RECORD

SCHOOL					MONTH		YEAR		ENROLLMENT	
SCHOOL LUNCH PROGRAM										\$
STUDENT LUNCHES ELIGIBLE FOR REIMBURSEMENT							NOT ELIGIBLE FOR REIMBURSEMENT			
DAY OF MONTH	PART 02 ITEM3				INCLUDE THESE IN		STUDENT LUNCHES PART 02 ITEM 5	ADULTS		
	COL. 1 3a. +	COL. 1 3b +	COL. 1 3c =	COL. 1 3d	COL. 1 3a	COL. 1 3b or 3c		PART 02		
								ITEM 6	ITEM 6	
	FULL PRICE	RED. PRICE	FREE ONLY	TOTAL ELIG. FOR REIMB.	STUDENT WORKERS CLASSIFIED AS		HEAD START, ETC.	PAID LUNCHES	UNPAID LUNCHES	
					NON- NEEDY	NEEDY RED. FREE				
1										
2										
3										
4										
5										



Edit Checks

- Requirement for lunch; recommended for breakfast
 - Complete prior to submission of monthly claim
- Steps
 - Compare number of eligible children to number of meals claimed at each site
 - Attendance factor
 - $\text{Average Daily Attendance} \div \text{Total Enrollment}$
 - Beware of patterns & 100% participation
 - Note factors affecting claims



EXAMPLE

DAILY PARTICIPATION RECORD

SCHOOL	MONTH	YEAR	ENROLLMENT	AVER. DAILY ATTENDANCE	ATTEND. FACTOR (AF)
Lincoln Elementary	January	200-	325	309	95.1

SCHOOL LUNCH PROGRAM	SPECIAL MILK PROGRAM	SCHOOL BREAKFAST PROGRAM
----------------------	----------------------	--------------------------

STUDENT LUNCHES ELIGIBLE FOR REIMBURSEMENT							
DAY OF MONTH	PART 02 ITEM 3				INCLUDE THESE IN		
	COL. 1 3a +	COL. 1 3b +	COL. 1 3c =	COL. 1 3d	COL. 1 3a	COL. 1 3b OR 3c	
	FULL PRICE	REDUCED PRICE	FREE ONLY	TOTAL ELIG. FOR REIMB.	STUDENT WORKERS CLASSIFIED AS		
					NON- NEEDY	NEEDY	
						RED.	FREE
1							
2	178	25*	104*	307			
3	142	23	98	263			
4	138	23	97	258			
5	140	98*	22*	260			

* High participation - Pizza Day

* Check for switch

26							
27	122*	12*	79*	213			
28	141	22	99	262			
29	190*	27*	111*	328			
30	139	22	94	255			
31	135	23	106*	264			
TOTAL	3150	538	1898	5586			

* Low participation - inclement weather

* Visiting students

* Exceeds number approved

Number of days meals and milk were served. Lunches (Part 02, Item 2) <u>21</u> ; Milk (Part 03, Item 2) _____; Breakfasts (Part 04, Item 2) <u>21</u> .
Number of children eligible/approved for: Full Price Lunches <u>195</u> ; Reduced Price Lunches (Part 02, Item 7) <u>25</u> ; Free Lunches (Part 02, Item 8) <u>105</u> .
Projected Daily Limits (Number eligible by category times (x) attendance factor): Full Price <u>185</u> Reduced Price <u>24</u> Free <u>100</u> .

Claiming

- School meal counts, by category, are submitted to the LEA level daily
- Monthly counts are submitted by the LEA through Web Applications System
 - Claims are due by the 15th of the following month
- Consolidation
 - LEA submits a consolidated claim for reimbursement for all buildings



Claims

In order to complete a claim for reimbursement

- Click the Claims tab.
- Click Claim Entry.

School Nutrition Programs

Missouri Department of Elementary & Secondary Education

Applications | **Claims** | Compliance | Reports | Security | Search

Programs | Year | Help | Log Out

Claims > School Year:YYYY-YYYY

Item	Description
Claim Entry	Claim Entry (School Nutrition Program)
Claim Entry - Seamless Summer	SSO Claim Entry (Lunch, Breakfast, Snack, Supper)
FFVP Claim Entry	Fresh Fruit and Vegetable Claim Entry
Payment Summary	Payment Summary
Monthly Reimbursement Summary	Summary of reimbursements to this SFA, by month, meal type and category



Claims

Click appropriate Claim Month.

YYYY-YYYY		SNP Claim Year Summary				
000-000						
ABC School District						
Address						
Claim Month	Adj Number	Claim Status	Date Received	Date Processed		Earned Amount
Jul						\$0.00
Aug						\$0.00
Sep						\$0.00
Oct						\$0.00
Nov						\$0.00
Dec						\$0.00
Jan						\$0.00
Feb						\$0.00
Mar						\$0.00
Apr						\$0.00
May						\$0.00
Jun						\$0.00
Year to Date Totals						\$0.00

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Claims

Click Add Original Claim.

School Nutrition Programs

Missouri
Department of Elementary
& Secondary Education

Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP >

School Year: YYYY-YYYY

YYYY-YYYY SNP Claim Month Details

000-000
ABC School District
Address

Claim Month: August YYYY

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
There are no claims for this month.						
Total Earned					\$0.00	

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Add Original Claim



Claims

Click Add next to the building in which you wish to enter a claim.

School Nutrition Programs

Missouri
Department of Elementary
& Secondary Education

Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP >

School Year: YYYY-YYYY

DELETE

YYYY-YYYY SNP Claim Building List

000-000
ABC School District
Address

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Aug	0				

Internal Use Only

Actions	Building #	Building Name	Errors	Status
Add	1050	ABC High School		
Add	4020	Elementary School		

< Back Continue

DELETE



Claims

Enter claim information for each program in which you participate. When finished click the **Save button** at the bottom of the page. On the next screen, you will have the option to Edit or Finish. If errors exist, select **Edit to correct errors**. If no errors exist, **click Finish**.

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Feb 2010	0	07/16/2010			One Time Only

MM/DD/YY

School Lunch Program

Buildings Served	National School Lunch Enrollment	Students Approved for Reduced Price Lunches	Students Approved for Free Lunches	Full Price Students
1040 - Middle School	250	0	0	250
Totals	250			250

- Average Daily Attendance (ADA):
- Number of Days Lunch Served:
- Reimbursable Lunches Served Students Only

	Count	*	Rate	=	Total
a. Full Price Lunches:	<input type="text" value="1,548"/>		\$ 0.2500		\$ 387.00
b. Reduced Price Lunches:	<input type="text" value=""/>		\$ 2.2800		\$ 0.00
c. Free Lunches:	<input type="text" value=""/>		\$ 2.6800		\$ 0.00
d. Total Lunches Reimbursable (a + b + c):	<input type="text" value="1,548"/>				
- Total Lunch Reimbursement:
- Student Lunches Not Reimbursable:
- Adult Lunches:
- Percent of Free and Reduced Price Lunches Served:
- Average Daily Participation (ADP)
- Percent ADP is of ADA:



Claims

When you click Finish the SNP Claim Building List page will be displayed. **Enter the information for the next building.** If you do not have another building, **click Continue.**

School Nutrition Programs

Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP > School Year: YYYY-YYYY

DELETE

YYYY-YYYY **SNP Claim Building List**

000-000
ABC School District
Address

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Aug	0				

Internal Use Only

Actions	Building #	Building Name	Errors	Status
View Modify	1050	ABC High School		Validated
Add	4020	Elementary School		

< Back **Continue**



Claims

The Authorized Representative must check the box after reading the Certification statement.

Click Submit For Payment.

The next screen will provide a confirmation number and an email will be sent.

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Feb	0	MM/DD/YY			One Time Only

Certification

- ☐ I certify that to the best of my knowledge and belief, this claim is true and correct in all respects, records are available to support the claim, the claim is in accordance with the existing agreement and payment has not been received. I further certify and assume full responsibility that the meal counts have been reviewed and analyzed in accordance with 7CFR 210.8.

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Submit For Payment



Monitoring

- Each SFA with more than 1 meal count site must perform an on-site review of the counting & claiming system
- Prior to February 1 of each year
- Follow-up if problems are noted
 - Corrective actions
 - Another visit within 45 days
- Retain for records

<u>ON-SITE SCHOOL REVIEW</u>																				
District _____	School _____	Date of Review _____																		
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> ADA _____ ÷ Enrollment _____ = Attendance _____ % </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 30%;"></th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Prior Month ADP</th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Meal Count On Day of Review</th> <th style="width: 30%; text-align: center; border-bottom: 1px solid black;">Currently Approved</th> </tr> <tr> <td style="text-align: right; padding-right: 10px;">Paid _____</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: right; padding-right: 10px;">Reduced Price _____</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: right; padding-right: 10px;">Free _____</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>						Prior Month ADP	Meal Count On Day of Review	Currently Approved	Paid _____				Reduced Price _____				Free _____			
	Prior Month ADP	Meal Count On Day of Review	Currently Approved																	
Paid _____																				
Reduced Price _____																				
Free _____																				
			YES	NO																
			N/A																	
I. APPLICATION APPROVAL																				
1. Are applications approved at this school?			___	___																
Responsible party _____																				
2. Are applications on file correctly approved?			___	___																
II. MASTER LIST																				
1. Is a master list used in the meal system?			___	___																
2. Do names listed on the master list match approved applications on file?			___	___																
3. If more than one list is used (e.g. master list/ticket issuance list/food service line list), are all lists the same?			___	___																
4. Are all lists updated as needed?			___	___																
III. MEAL COUNT SYSTEM																				
1. Does the meal count system produce an accurate count of reimbursable meals (free/reduced price/paid) served to eligible children?			___	___																
a. Does the collection procedure in use match the approved collection procedure?			___	___																
b. If the meal count is not taken at the end of the food service line, does the school have a system to account for reimbursable meals?			___	___																
c. Are only meals that meet the meal pattern requirement counted and claimed for reimbursement?			___	___																
d. Does the collection procedure in use ensure that only one meal per child per day is claimed for reimbursement?			___	___																
2. Does the meal count system prevent overt identification?			___	___																
a. Is the medium of exchange made available to all students?																				
b. Does the school have a system to ensure that only one meal per child per day is claimed for reimbursement?																				
c. Does the school have a system to ensure that only one meal per child per day is claimed for reimbursement?																				

DESE FNS Website → Guidance & Resources → Forms → On-Site School Review Form

After School Snack Review

- Review each program two times a year
 - 1st review made during the first four weeks that school of operation
 - Once more during the year of operation
- Retain for records

After School Snack Program Review			
Local Education Agency (LEA)	School	Date of Review	
Each After School Care Program must be reviewed by the LEA two times a year. The first review must be conducted during the first four weeks that the school is in operation each school year.			
		Yes	No
1. Does the LEA administer or operate the after school care program?		_____	_____
2. Does the after school care program provide students with regularly scheduled activities in an organized, structured, and supervised environment that includes educational or enrichment activities?		_____	_____
3. Is documentation of individual students' attendance maintained on a daily basis?		_____	_____
4. Are accurate snack count records or rosters maintained on a daily basis? (Totals for area eligible sites; counts by type - free, reduced price, and full price for non-area eligible sites.)		_____	_____
5. Do the snacks that are served meet the minimum meal pattern requirements?		_____	_____
6. Are production records maintained?		_____	_____
7. Is the snack priced as a unit?		_____	_____
8. Is a maximum of one snack per student per day claimed for reimbursement?		_____	_____
9. Are snacks served free or at a reduced price for all students who are determined to be eligible for free or reduced price snacks?		_____	_____
10. If charging for snacks, is the price of a snack excessive?		_____	_____
11. Are snacks provided to students at area-eligible sites?		_____	_____

DESE FNS Website → Guidance & Resources → Forms → After School Snack Program Review



Meal Counting Activity

Questions

<http://dese.mo.gov/financial-admin-services/food-nutrition-services>

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